

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



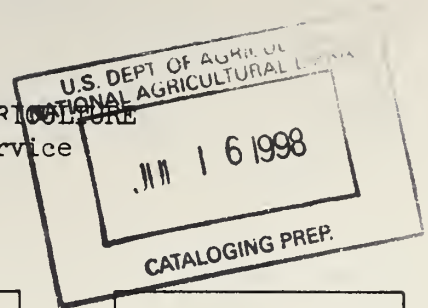
Reserve  
aS21  
.A99  
1961

**United States  
Department of  
Agriculture**



**National Agricultural Library**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Commodity Stabilization Service  
Washington 25, D. C.



MASTER INDEX OF CSS PROCEDURES (4-DS)

AMENDMENT - 4

APPROVED:

*Bruce Jacobs*  
Deputy Administrator,  
Production Adjustment

*Frank W. Hussey*  
Deputy Administrator,  
Operations

1. PURPOSE.

This amendment transmits revised Exhibit 1 covering the status of all current and planned handbooks. The lists are current as of April 19 and are identical to Exhibit 1 of same date in Handbook 5-DS, Revision 1, Procedure Distribution Schedules.

2. SUBSEQUENT ISSUANCES.

New and revised handbooks and amendments thereto published after April 19, 1961, will be listed in the weekly CSS Procedure Checklists.

PAGE CONTROL CHART

Remove Page	Dated	Insert Page	Dated
Exhibit 1 Pages 1 - 11	10-19-60	Exhibit 1 Pages 1 - 9	4-19-61

10-5-13



HANDBOOK STATUS LISTING

## SECTION 1. CURRENT STATUS OF ALL HANDBOOKS

Symbol		Latest No.	Amendment Date
1-AO	CSS Organization, Functions and Operating Relationships(W-CO-F-S-I)	1	12-22-58
2-AO	PLANNED		
3-AO	PLANNED		
4-AO	Leave Administration and Reporting(W-CO-F-S-I).....	6	12-22-60
5-AO	CCC Board Dockets Handbook(W-CO).....	3	10-24-60
6-AO	Appeals Handbook(W-S-C-I).....	3	3-20-61
1-AS(Rev.1)	SUPERSEDED BY 1-DS		
2-AS(Rev.1)	Records Management Handbook(W-CO-F-S-I).....	5	10-17-60
3-AS	Forms Management Handbook(W-CO-F-S-I).....	4	5-9-57
4-AS	SUPERSEDED BY 8-DS		
5-AS	Mail Handbook(W-CO-F-S-I).....	1	8-25-59
6-AS(Rev.1)	Washington Communications Handbook(W).....	4	8-25-60
7-AS(Rev.1)	Field Communications Handbook(CO-F-S-I).....	4	2-17-61
8-AS	Space, Procurement, Reproduction & Property Handbook-Washington(W)	2	2-13-61
8-AS(Rev.1)	Planned issue date unknown		
9-AS	Procurement Management Handbook(CO-F-S-I).....	1	10-26-60
10-AS	SUPERSEDED BY 14-PM		
11-AS	SUPERSEDED BY 9-DS		
12-AS	Personal Property Management Handbook(CO-F-S-I).....	3	2-28-61
13-AS	Real Property Management Handbook(CO-F-S-I).....	2	7-8-60
14-AS	Government Bills of Lading Handbook(W-CO-F-S-I).....	1	7-21-60
15-AS	Stocking and Ordering Printed Material(W-CO-F-S-I).....	2	8-19-60
15-AS(Rev.1)	Planned issue date 6-61		
1-AU	Audit Policy and Clearance of Reports(W-CO-F-S-I).....	1	5-11-56
1-BA	Handling Commodity Transactions Under Barter Contracts(W-CO).....	1	9-9-58
1-BA(Rev.1)	Planned issue date 6-61		
1-BU(Rev.1)	Washington Budget and Legislative Handbook(W).....	2	7-11-60
1-BU(Rev.2)	Planned issue date 5-61		
2-BU(Rev.1)	Budget Procedures for CSS Commodity Offices(CO).....	1	3-16-60
2-BU(Rev.2)	Planned issue date 6-61		
3-BU(Rev.2)	State Budget Handbook(S-I).....	7	3-24-61
4-BU	Commodity Office Work Status Reports Handbook(CO).....	3	12-6-60
5-BU	PLANNED		
1-CA(Rev.1)	County Administrative Handbook(C).....	22	2-28-61
2-CA(Rev.4)	County Salary and Tax Table Handbook(C).....	1	1-5-61
3-CA(Rev.1)	County Office Specialized Equipment Handbook(S-C).....	1	1-16-61
1-CN(61)	1961 Upland Cotton Allotment Handbook(S-C).....	5	1-27-61
2-CN	OBSOLETE		
3-CN(61)	1961 ELS Cotton Allotment Handbook(S-C-I).....	1	10-10-60
4-CN	OBSOLETE		
5-CN(Rev.2)	Upland Cotton Marketing Quota Handbook(S-C).....	2	7-20-60
5-CN(Rev.3)	Planned issue date 4-61		
6-CN(Rev.1)	ELS Cotton Marketing Quota Handbook(S-C-I).....	2	9-28-60
6-CN(Rev.2)	Planned issue date 4-61		
7-CN(Rev.2)	Cotton Loan Handbook(NOCO-S-C).....	2	8-3-60
8-CN	Farm-Storage Cotton Loans Handbook(S-C).....	2	6-12-57
9-CN(Rev.2)	Cottonseed Loans Handbook(S-C-NOCO).....	1	9-19-60
10-CN(Rev.1)	Cottonseed Purchase Handbook(S-C-NOCO).....	1	8-17-60
11-CN(58)	OBSOLETE		
12-CN	Cotton Storage Management Handbook(NOCO).....	1	6-6-58
13-CN(Rev.1)	Choice (A) Cotton Price Support Handbook(NOCO-S-C).....	3	12-30-60
1-DF	Emergency Feed Program Handbook(CO-S-I-C).....	1	1-16-58

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
1-DS	Directives Systems Handbook(W-CO-F-S-I).....	2	1-17-61
2-DS	PLANNED		
3-DS	RESERVED		
4-DS	Master Index of CSS Procedures(W-CO-F-S-I).....	3	11-14-60
5-DS(Rev.1)	Procedure Distribution Schedules(W-CO-F-S-I).....	1	11-15-60
6-DS	CSS Federal Register Handbook(W).....	1	3-2-61
7-DS	PRESENTLY 3-AS		
8-DS	Obsolete Forms Handbook(W-CO-F-S-I-C).....	1	1-13-59
9-DS	Reports Control Handbook(W-CO-F-S-I).....	2	6-14-60
1-FI(Rev.1)	CCC Sight Draft Handbook for ASC County Offices(C).....	7	11-17-60
2-FI(Rev.1)	CCC Sight Draft Handbook for ASC State Offices(S).....	2	11-17-60
3-FI(Rev.1)	CCC Deposits and Refunds Handbook-ASC County Offices(C).....	2	11-18-59
4-FI	RESERVED		
5-FI(Rev.1)	CCC Lending Agency Handbook-Cotton(LA).....	1	8-24-59
6-FI	CCC Lending Agency Handbook-Storage Facility & Equipment Loans(LA)	1	8-17-57
7-FI(Rev.1)	CCC Lending Agency Handbook-Peanuts(LA).....	6	3-28-61
8-FI(Rev.1)	Federal Reserve Bank Handbook-CCC General Instructions(FA).....	4	3-6-61
9-FI	Federal Reserve Bank Handbook-CCC Cotton Loan Custodians(FA).....	3	7-1-59
10-FI	Federal Reserve Bank Handbook-CCC Cotton Loan Servicing Agents(FA)	4	12-29-59
11-FI(Rev.3)	Accounting Policies and Practices of CCC(FI-CO).....	1	11-21-60
12-FI(Rev.1)	CCC Tobacco Servicing Agent Handbook(FA).....	1	12-2-59
13-FI	CCC Peanut Association Inventory Handbook(FA).....	4	3-15-61
14-FI	Commercial Bank Handbook-CCC Cotton Loan Servicing Agents(FA).....	5	5-4-60
15-FI	CCC General Ledger Accounts-Commodity Offices(CO).....	11	3-8-61
16-FI	General CCC Accounting Operations(FI-CO-NY).....	3	12-27-60
17-FI(Rev.1)	CCC Financial Reports(CO).....	5	11-25-60
18-FI	OBSOLETE		
19-FI	PLANNED		
20-FI	Accounting for CCC Form G Cotton Loans(NOCO).....	1	3-25-57
21-FI	Accounting for CCC Peanut Association Loans(DLCO).....	1	10-22-56
22-FI	Accounting for CCC Naval Stores Program(DLCO).....	2	7-26-60
23-FI	Accounting for CCC Storage Facility and Equipment Loans(CO).....	1	10-1-56
24-FI	PLANNED		
25-FI	PLANNED		
26-FI(Rev.1)	Accounting for Processed Commodity Inventories(CO).....	1	9-14-59
27-FI	Accounting for Grain Loans and Purchase Agreements(CO).....	18	9-23-60
28-FI	Accounting for CCC Nonexpendable Administrative Property(FI-CO)...	2	5-19-60
29-FI	Accounting for CCC Sight Drafts(CO).....	2	8-7-57
30-FI	Accounting for CCC Bins and Equipment(CO).....	1	3-28-57
31-FI	Accounting for CCC Donations(CO).....	2	7-29-60
32-FI(Rev.1)	Accounting for CCC Transactions Under Title I, P.L. 480(FI-CO)....	3	12-7-60
33-FI	Accounting for CCC Dispositions Under Title II, P.L. 480(CO).....	2	7-29-57
34-FI	Acceptance and Control of Letters of Credit Established In Favor of CCC(FI-CO).....	2	5-4-60
35-FI	Invoicing and Accounting for CCC Sales(CO).....	2	2-6-61
36-FI	Accounting for CCC Cash Receipts(CO).....	2	11-16-60
37-FI	PLANNED		
38-FI(Rev.1)	Examination for CCC of Documents Under Title I, P.L. 480(FI-CO)...	3	1-12-61
39-FI(Rev.1)	Accounting for the Acreage Reserve Program(CO).....	1	6-30-58
40-FI	CCC Deposits Handbook-ASC State Offices(S).....	1	11-27-57
41-FI	CCC General Ledger Accounts-Fiscal Division, Washington(FI).....	6	3-16-61
42-FI	Accounting for Materials Acquired Through Barter(FI).....	1	1-3-58



HANDBOOK STATUS LISTING

## CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
43-FI	CCC Financing and Washington Disbursements(FI).....	1	12-21-56
44-FI(Rev.1)	CCC Peanut Association Loan Handbook(PN).....	4	10-19-60
45-FI	SUPERSEDED BY 1-FI, REV. 1		
46-FI	SUPERSEDED BY 3-FI, REV. 1		
47-FI	Acreage Reserve Certificate Handbook(C).....	4	4-28-59
48-FI	Federal Reserve Bank Handbook-Drafts Issued by Commodity Offices (FRB, CHICAGO).....	2	1-6-59
49-FI	CCC Sight Draft Disbursements by Commodity Offices(CO).....	1	7-22-58
50-FI	RESERVED		
51-FI	CCC Commodity Pricing Handbook(CO).....	1	5-13-59
52-FI	PLANNED		
53-FI	Contracting-Appropriated Fund Programs(W-CO-F-S-I).....	1	11-15-60
54-FI	CCC Claims Handbook for ASC State Offices(S-I).....	1	8-4-59
55-FI	CCC Claims-CSS Divisions and Offices(W-CO).....	1	2-23-60
56-FI	CSS and ACPS Program Claims(S-I).....	1	8-2-60
57-FI	PLANNED		
58-FI	Debt Collection Handbook-ASC County Offices(C).....	1	9-24-57
58-FI(Rev.1)	Planned issue date 5-61		
59-69-FI	RESERVED		
70-FI	SUPERSEDED BY 4-AO		
71-FI	Obligations, Administrative Expenses-CSS Divisions and Offices (W-CO-F).....	9	8-29-60
71-FI(Rev.1)	Planned issue date 5-61		
72-FI	Obligations, Administrative Expenses-ASC State & Insular Offices (S-I).....	9	7-18-60
73-FI(Rev.1)	Salary Payments and Withholdings(W-CO-F-S-I).....	3	12-16-60
74-FI	Claims-Administrative, Indemnity Fund, Proceeds of Treasury Checks (W-CO-F-S-I).....	2	12-16-60
75-FI	Official Travel-General(W-CO-F-S-I).....	16	7-28-60
76-FI	RESERVED		
77-FI(Rev.1)	Appropriations and Funds, Symbols, Titles & Provisions(W-CO-F-S-I)	2	8-2-60
78-FI	Examination of CMS Invoices and Processing County Committee Advances(S-I).....	2	6-28-60
79-FI	Section 32 Program Voucher and Invoice Examination Handbook(S)....	1	7-29-58
80-FI	Accounting Operations-Program, Local Administration and Deposit Funds(S-I).....	6	1-9-61
80-FI(Rev.1)	Planned issue date 6-61		
81-FI	Disbursement, Collection, Adjustment and Check Processing Forms - Appropriated Funds(CO-S-I-FIF) .....	3	1-9-61
82-FI(Rev.2)	Collections-ASC State and Insular Offices(S-I).....	2	6-8-60
83-FI	Payroll Operations-ASC Insular Offices(I).....	5	12-16-60
84-FI	Examining Passenger Transportation Vouchers and Related Documents (FIF-I).....	1	2-19-60
85-FI	Accounting Operations-Administrative Expenses, Bond and Tax Deductions(I).....	2	6-10-60
86-FI	Sections 6 and 32 Program Document Examination Handbook(CO).....	3	12-14-60
87-FI	Accounting and Reports, CSS Programs-Commodity Offices(CO).....	8	3-14-61
88-FI	Accounting Operations for AMS Programs, Sections 6 and 32(CO).....	1	7-28-59
89-FI	Payroll Operations(FI-FIF-PM-PMF).....	10	12-14-60
90-FI	Examining Miscellaneous Invoices(FIF-S-I).....	1	2-17-61
91-FI	CSS Accounting and Reports-Fiscal Division(FI).....	2	10-12-60
92-FI	CSS Billings, Receivables and Collections-Fiscal Div.(FI-FIF).....	3	2-20-61
93-FI(Rev.1)	Designation and Bonding of Certifying, Collection and Custodial Officers(W-CO-F-S-I).....	2	2-8-61

HANDBOOK STATUS LISTING

## CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
94-FI	CSS Accounting and Reports Handbook Field Offices, Fiscal Division(FIF).....	3	10-10-60
95-FI	Examining Freight and Express Transportation Vouchers and Related Documents(FIF-I).....	1	3-14-60
96-FI	Lost, Stolen, Mutilated, Non-Receipt United States Treasury Checks(W-CO-F-S-I).....	1	5-4-60
97-FI	Imprest Funds Handbook(W-CO-F).....	1	12-7-60
98-FI	Object Classification(W-CO-F-S-I).....	1	11-4-60
99-FI	RESERVED		
100-FI	RESERVED		
101-FI	Examination & Payment of Applications Under CCC Grain and Wheat Flour Export Programs(CO).....	2	3-1-61
102-FI(Rev.1)	Accounting for CCC Grain Export Programs(CO).....	3	3-1-61
103-FI	Accounting for Emergency Feed Programs(CO).....	1	7-15-59
104-FI	Examination, Payment and Accounting for Transactions Under the CCC Cotton Export Program-Payment in Kind(NOCO).....	2	1-6-61
105-FI	PLANNED		
106-FI	PLANNED		
1-FV	PLANNED		
2-FV	PLANNED		
3-FV	PLANNED		
1-GR	OBSOLETE		
2-GR	OBSOLETE		
3-GR	OBSOLETE		
4-GR(Rev.1)	Loan Inspector's Handbook(S-C).....	1	8-17-59
5-GR	Farm Storage Facility Loan Handbook(S-C).....	13	3-17-61
6-GR(Rev.1)	Mobile Dryer Loan Handbook(S-C).....	6	3-28-61
7-GR	Granary Storage Program Property Handbook(S-C).....	5	3-17-61
8-GR	Bin Site Receiving and Withdrawing Handbook(S-C).....	7	9-2-60
9-GR	CCC Grain and Property Maintenance Handbook(S-C).....	10	2-13-61
10-GR	Physical Inventory Handbook(S-C).....	2	2-5-60
11-GR	State and County Local Sales Handbook(S-C).....	4	12-2-60
12-GR	OBSOLETE		
13-GR	CCC Fleet Storage Handbook(EV and PD Co).....	1	8-29-57
14-GR(Rev.2)	Commodity Loan and Purchase Handbook for Grains(S-C).....	8	1-5-61
14-GR(Rev.3)	Planned issue date 4-61		
14-GR(KC)	OBSOLETE		
15-GR(Rev.1)	OBSOLETE		
15-GR(KC)	OBSOLETE		
16-GR(Rev.1)	Commodity Loan and Purchase Handbook, Including Rice(S-C).....	8	1-5-61
17-GR(Rev.1)	Grain Warehouse Approval Handbook(CO).....	2	11-15-60
18-GR	Watseka Experimental Bin Site Project Handbook(EVCO & Ill ASC)..	1	1-5-59
19-GR	Data Processing Center CL&P Reports Handbook(EVCO & KCCO).....	2	12-17-59
20-GR	State and County USDA Disaster Committee Handbook(S-C).....	1	12-2-60
21-GR	PLANNED		
22-GR	PLANNED		
23-GR	Texas Flaxseed Purchase Program(DLCO & Texas ASC).....	1	3-27-61
1-CORN	OBSOLETE		
2-CORN	OBSOLETE		
3-CORN	OBSOLETE		
1-FEED GRAIN	Feed Grain County Handbook(C).....	3	3-31-61
2-FEED GRAIN	PLANNED		
3-FEED GRAIN	Feed Grain Farm Survey Handbook(S-C).....	2	3-10-61

HANDBOOK STATUS LISTING

## CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
4-FEED GRAIN	PLANNED		
1-RICE	Rice Allotment County Handbook(Producer Basis)(C).....	11	3-30-61
2-RICE	Rice Allotment County Handbook(Farm Basis)(C).....	10	3-30-61
3-RICE	Rice Allotment State Handbook(Producer Basis)(S).....	7	5-5-60
4-RICE	Rice Allotment State Handbook(Farm Basis)(S).....	6	5-5-60
5-RICE(Rev.2)	Rice Marketing Quota Handbook(S-C).....	1	6-1-60
1-WHEAT(62)	1962 Wheat Allotment County Handbook(C).....	1	2-28-61
2-WHEAT(62)	1962 Wheat Allotment State Handbook(S).....	1	2-28-61
3-WHEAT(Rev.1)	Wheat Marketing Quota Handbook(S-C).....	10	7-1-60
4-WHEAT	Wheat Survey Handbook(S-C).....	1	12-19-58
1-IA	PRESENTLY 1-AU		
1-IF(Rev.1)	Information Handbook(W-CO-F-S-I).....	1	5-20-58
1-LD(Rev.1)	Wool Payment Program Handbook(S-I-C).....	2	3-13-61
2-ID	Mohair Payment Program Handbook(S-I-C).....	1	6-4-58
1-OA	Charting and Diagraming Symbols and Standards(CO).....	2	9-15-60
2-OA	Automatic Data Processing Machine Management(CO).....	1	5-19-60
3-OA	Planning for Automatic Data Processing(W-CO-F).....	1	12-16-60
1-OP(Rev.2)	Peanut Allotment and Marketing Quota Handbook(S-C).....	5	10-21-60
2-OP(Rev.1)	SUPERSEDED BY 1-OP, REV. 2		
3-OP	Warehouse Handbook-Farmers Stock Peanuts(DLCO &PN).....	5	7-18-60
4-OP	Peanut Loan and Purchase Handbook(S-C).....	7	8-22-60
5-OP(Rev.1)	No. 2 Shelled Peanut Handbook(PN).....	3	11-22-60
6-OP	Tung Loan and Purchase Handbook(DLCO-S-C).....	4	12-2-60
7-OP	Tung Warehouse Approval Handbook(DLCO).....	1	1-12-60
1-PA(Rev.1)	Marketing Quota Referenda Handbook(S-C).....	5	6-23-60
2-PA(Rev.2)	Marketing Quota Review Handbook(S-C).....	1	7-20-60
3-PA(Rev.1)	Farm Constitution and Allotment Record Handbook(S-C).....	2	1-19-61
1-PM	Development of Organization Proposals and Charts(W-CO-F-S-I)...	1	1-21-58
2-PM	Position Classification and Wage Administration Handbook (W-CO-F-S-I).....	2	6-1-59
3-PM	Employment Handbook(W-CO-F-S-I).....	4	6-2-59
4-PM(Rev.1)	Employee Benefits and Services Handbook(W-CO-F-S-I).....	1	3-9-61
5-PM(Rev.1)	Performance Evaluation Handbook(W-CO-F-S-I).....	1	10-7-60
6-PM(Rev.1)	Training Handbook(W-CO-F-S-I).....	3	3-17-61
7-PM(Rev.1)	Incentive Awards Handbook(W-CO-F-S-I-C).....	2	1-9-61
8-PM	Safety and Health Handbook(W-CO-F-S-I).....	7	1-13-61
9-PM	Employee Relations, Conduct and Discipline Handbook(W-CO-F-S-I)	1	3-21-61
10-PM	ASC State Employment Handbook(S).....	4	4-29-60
11-PM(Rev.1)	Personnel Officers' Handbook(PM DIV-PMF-CO-I).....	1	1-20-60
12-PM	SUPERSEDED BY 5 PM, REV. 1		
13-PM	Personnel Management Evaluation Handbook(W-F-S-I).....	1	12-30-59
14-PM	Directory of Key Personnel(W-CO-F-S-I).....	1	9-22-60
1-PP(Rev.2)	Acreage and Performance Determination for ASC State Offices(S).	3	8-30-60
2-PP(Rev.2)	Acreage and Performance Determination for ASC County Offices(C)	5	4-4-61
3-PP(Rev.1)	Acreage Premeasurement(S-C).....	3	9-16-60
4-PP(Rev.1)	Scale Checking and Preparation of Aerial Photography(S).....	9	6-24-60
4-PP(Rev.2)	Planned issue date 5-61		
5-PP(Rev.1)	Recommendations for New Aerial Photography(S).....	1	2-8-60
1-PS(Rev.1)	Processed Commodity Storage Management Handbook(CO).....	1	7-31-59
2-PS	Processed Commodity Inspection and Maintenance Handbook(CO)...	3	2-8-61
3-PS	Commodity Distribution Programs Handbook(W-CO).....	5	8-25-60
4-PS	Commodity Export Programs Handbook(Governmental Agencies)(CO)..	2	10-13-60
5-PS(60)	Exemption From Price Support Limitation(S I-C).....	2	5-13-60



HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
6-PS	Commodity Export Program Reports Handbook(W-NOCO).....	1	12-9-60
1-SA(Rev.1)	State Administrative Handbook(S).....	1	3-10-61
2-SA	Organization and Operations of ASC State Offices(S).....	1	2-24-61
3-SA	PLANNED		
1-SB	County Administrative Reserve Handbook(C).....	41	1-18-61
2-SB(Rev.2)	State Conservation Reserve Handbook(S).....	1	1-18-61
3-SB	RESERVED		
4-SB	RESERVED		
5-SB	RESERVED		
6-SB(58)	1958 County Acreage Reserve Handbook(C).....	19	3-15-61
7-SB(58)(Rev.1)	1958 State Acreage Reserve Handbook(S).....	2	10-13-60
1-SM(Rev.2)	Export Control Policies and Procedures(W-CO).....	1	2-2-61
1-SU(Rev.2)	County Sugar Beet Handbook(C).....	1	1-11-61
2-SU(Rev.2)	State Sugar Beet Handbook(S).....	1	3-9-61
3-SU(Rev.1)	County Sugarcane Handbook(C).....	5	9-30-60
4-SU(Rev.1)	State Sugarcane Handbook(S).....	4	1-6-61
5-SU(Rev.1)	Caribbean Sugarcane Handbook(Puerto Rico).....	2	10-7-60
6-SU	Hawaiian Sugarcane Program(Hawaii).....	6	1-10-61
6-SU(Rev.1)	Planned issue date 7-61		
7-SU(Rev.2)	Honey Loan and Purchase Handbook(S-C).....	2	5-20-60
1-TB(61)	1961 Tobacco Allotment and Yield Handbook(Burley, Flue, Fire, Air, Sun, Maryland, Cigar-Binder and Cigar-Filler and Binder) (S-C).....	1	8-4-60
2-TB	OBSOLETE		
3-TB	OBSOLETE		
4-TB(Rev.2)	Tobacco Marketing County Handbook(C).....	2	9-1-60
5-TB(Rev.2)	Tobacco Marketing State Handbook(S).....	2	9-7-60
6-TB	OBSOLETE		
7-TB	OBSOLETE		
8-TB(59)	1959 Tobacco Allotment and Yield Handbook(Cigar-Filler(Type 41)) (S-C).....	3	12-31-58
1-TS(Rev.1)	Traffic Management Handbook(W-CO).....	1	6-8-60
2-TS	Protective Services for Shipments of CSS Perishable Commodities Handbook(W-CO).....	6	12-3-59
3-TS	Freight Billing Code and Classification Handbook(W-CO).....	7	8-29-60
1-ACPS	Agricultural Conservation Program Service Handbook(S-C).....	6	1-13-61

HANDBOOK STATUS LISTING

## SECTION 2. PLANNED HANDBOOKS

<u>Symbol</u>	<u>Title</u>	<u>No. Pages</u>	<u>Issue Date</u>	<u>Coverage</u>
2-AO	Delegations of Authority Handbook	Unknown	Unknown	Not developed as yet.
3-AO	Committee Management Handbook	Unknown	Unknown	Tentatively will cover all CSS committee management activities, including 108 series numbered instructions. Will comply with Chapter 9, Title 10, USDA Administrative Regulations.
5-BU	Legislative Reports and Procedures(W-CO)	20	5-61	Part 9 of present 1-BU and material to facilitate the writing and clearance of legislative reports.
2-DS	Procedure Writers Handbook(W-CO-F-S-I)	60	6-61	Will generally cover material in Procedure Writing Workshop on good writing practices, plus amplification of numbering, supplementing, and arranging procedure.
7-DS	Forms Management Handbook (Presently 3-AS)(W-CO-F-S-I)	30	8-61	Same as present 3-AS.
19-FI	Accounting for CCC Form Cotton Loans(NOCO)	50	6-61	General procedure for cotton loan accounting in New Orleans office.
24-FI	Accounting for CCC Grain Inventory(CO)	120	6-61	Material in Inst. 551-1, 551-2, 551-3, 551-5, 551-7, 551-8.
25-FI	Accounting for CCC Cotton Inventory(NOCO)	50	8-61	General procedure for cotton inventory accounting in New Orleans office.
37-FI	Examination of Documents Supporting Payments from CCC Capital Funds(CO-NY)	18	6-61	Material in Inst. 535-9 and certain material from Instruction 706-4.
52-FI	Contracting CCC Programs (W-CO-S-I-C)	150	6-61	CCC contract policies and requirements and guidelines to assist contracting officers in carrying out their responsibilities. The following instructions will be incorporated in whole or in part: 433-2, 621-5, 630-1, 710-1, 710-2, 710-3, 710-4, 712-1, 713-1, 714-1, 715-1, 715-2, 715-3, 716-1, 717-1, 718-1, 718-2, 718-3, 725-1 and 730-1.



HANDBOOK STATUS LISTING

PLANNED HANDBOOKS (CON.)

<u>Symbol</u>	<u>Title</u>	<u>No. Pages</u>	<u>Issue Date</u>	<u>Coverage</u>
57-FI	CSS Program Claims- CSS Divisions and Offices(W-CO-F)	50	6-61	Responsibilities, authorities and procedures for handling, collect- ing and reporting programs claims by and against CSS.
105-FI	Accounting for CCC Tung Oil Inventory (DLCO)	20	4-61	Tung oil inventory accounting in the Dallas office.
106-FI	Accounting for CCC Payments Under the Conservation Reserve Program (NOCO)	50	4-61	Conservation Reserve Program Account- ing in the New Orleans office.
1-FV	Purchase and Shipping - Unknown Operations for Section 32 Fresh Fruit and Vege- table Surplus Removal Programs.(S-CO)	Unknown	Unknown	724(FV)-1
2-FV	Potato Diversion Pro- gram-Starch and Flour (Applicable State Offices)	Unknown	Unknown	724(Potatoes)-3
3-FV	Potato Diversion Pro- gram-Livestock Feed (Applicable State Offices)	Unknown	Unknown	724(Potatoes)-4
21-GR	Livestock Feed Handbook(S-C)	75	10-61	Operating instructions for States which are designated emergency areas by the Secretary pursuant to the Livestock Feed Program under Public Law 86-299. Applicable instructions in Notices GR-588, GR-593, GR-628, GR-632 and GR-649 will be incorporated.
22-GR	Emergency Feed Hand- book(CO-S-I-C)	120	10-61	Operating instructions pertaining to the Emergency Feed Program, Public Law 81-875. Will supersede Handbook 1-DF.
2-FEED GRAIN	Feed Grain State Handbook(S)	20	7-61	Operating instructions for State offices in the supervision of the 1961 feed grain program in accordance with the regulations issued by the Secretary.

HANDBOOK STATUS LISTING

## PLANNED HANDBOOKS (CON.)

<u>Symbol</u>	<u>Title</u>	<u>No. Pages</u>	<u>Issue Date</u>	<u>Coverage</u>
4-FEED GRAIN	Feed Grain Certificate Redemption in Grain Handbook(S-C)	70	4-61	Operating instructions for State and county offices for Feed Grain Certificate Redemption in Grain.
1-IA	Audit Policy and Clearance of Reports (Presently 1-AU) (W-CO-F-S-I)	15	Unknown	Present Handbook 1-AU and Instruction No. 164-1, 164-2, 164-3 and 101-18.
3-SA	State Budget and Obligation Handbook. (S-I)	110	5-61	Handbooks 3-BU and 72-FI.



NATIONAL AGRICULTURAL LIBRARY



1022466609

NATIONAL AGRICULTURAL LIBRARY



1022466609